

DJJ Training Calendar and Course Descriptions January – December 2007

DJJ Central Training now operates out of two locations. Participants are already familiar with the Cedar Lodge location at 1701 Old Bon Air Road in Chesterfield County. Please note that we are also scheduling classes at our temporary location at the Barrett location 11391 Barrett Center Road off of U.S. Route 301 in Hanover County. Please check the listings for the correct location for your class choices.

Orientation to the Virginia Department of Juvenile Justice

This half-day introduction to the Department of Juvenile Justice is *mandatory* for all new Central Office staff; *strongly recommended* for new employees in all areas of the agency; and *open* to any employee who needs to understand any or all of the following:

- Agency vision, mission, goals, and values;
- Agency organizational structure;
- The juvenile justice process in Virginia
- Employee policies and benefits

This program will be available on-line beginning the second quarter of 2007.

1/25/07	8:30 a.m. – 4:30 p.m.	Cedar Lodge
2/26/07	8:30 a.m. – 4:30 p.m.	Cedar Lodge
3/26/07	8:30 a.m. – 4:30 p.m.	Cedar Lodge
4/25/07	8:30 a.m. – 4:30 p.m.	Cedar Lodge
5/25/07	8:30 a.m. – 4:30 p.m.	Cedar Lodge
6/25/07	8:30 a.m. – 4:30 p.m.	Cedar Lodge
7/25/07	8:30 a.m. – 4:30 p.m.	Cedar Lodge
8/27/07	8:30 a.m. – 4:30 p.m.	Cedar Lodge
9/25/07	8:30 a.m. – 4:30 p.m.	Cedar Lodge
10/25/07	8:30 a.m. – 4:30 p.m.	Cedar Lodge
11/26/07	8:30 a.m. – 4:30 p.m.	Cedar Lodge

SUPERVISORY/MANAGEMENT CLASSES:

FLSA (Fair Labor Standards Act) For New Supervisors - Susan Willis

New Supervisors will be given the tools necessary to: understand requirements under the Fair Labor Standards Act; recognize the differences between exempt and non-exempt status for employees; and fully understand the regulations that govern timekeeping and leave keeping.

12/13/07	8:30 a.m. – 4:30 p.m.	Dept. of Social Services – VA Beach (UVA, 4 th floor, Room 2)
----------	-----------------------	---

Performance Management for New Supervisors – Susan Willis

This training typically covers the process of performance planning and evaluation as well as 'best practices' for documenting performance on an ongoing basis during the performance cycle. Hands-on group exercises are used to correlate the principles to practice.

3/8/07	8:30 a.m. – 4:30 p.m.	7 th CSU – Newport News
6/21/07	8:30 a.m. – 4:30 p.m.	Johnson Learning Center - Manassas

Performance Management and FLSA (Fair Labor Standards Act) Refresher

Susan Willis

This course provides a refresher and updates participants on issues involving performance management activities. The program satisfies agency requirements for supervisor re-training.

Prerequisite: Performance Management

Course is designed for supervisors/managers new to State government and the Department. (exempt/non-exempt status)

3/7/07	8:30 a.m. – 4:30 p.m.	Workforce Development Center (TNCC) Hampton
5/16/07	8:30 a.m. – 4:30 p.m.	Western Regional Office (WRO) Roanoke
6/20/07	8:30 a.m. – 4:30 p.m.	VDOT – Fredericksburg Residency Office
9/12/07	8:30 a.m. – 4:30 p.m.	County Board Room - Martinsville
11/14/07	8:30 a.m. – 4:30 p.m.	Cedar Lodge
12/12/07	8:30 a.m. – 4:30 p.m.	7th CSU – Newport News

Recruitment and Selection for New Supervisors – Amy Williams

This course is designed to refresh managers, supervisors and those employees that may serve on interview panels or make hiring decisions, in the policies and procedures that surround the recruitment and selection process. The course will provide an overview of the legal issues surrounding recruiting and interviewing, ways to avoid hiring mishaps and mistakes, and the proper documentation.

Topics: Introductions; Terminology; Fundamentals to Advertising; Developing Your Applicant Pool; Success in Interviewing; Evaluating Candidates; Documentation

5/2/07	8:30 a.m. – 4:30 p.m.	VDOT – Fredericksburg Residency Office
6/13/07	8:30 a.m. – 4:30 p.m.	Henry County Board Room Martinsville
9/6/07	8:30 a.m. – 4:30 p.m.	Dept. of Social Services – VA Beach

Recruitment and Selection/Timekeeping Refresher – Amy Williams

This course provides a refresher and updates participants on issues involving the selection process. The program satisfies agency requirements for supervisory retraining.

Prerequisite: Recruitment and Selection Standards.

Course is designed for supervisors/managers new to State government and the Department. The training includes an overview of the State's leave program (including annual, sick, VSDP, administrative, etc.), requirements for reporting and approving such leave requests, the Fair Labor Standards Act (exempt/non-exempt status), Federal and Department timekeeping policies and practices. Hands-on group exercises are used to correlate the principles to practice.

5/1/07	8:30 a.m. – 4:30 p.m.	Johnson Learning Center - Manassas
6/12/07	8:30 a.m. – 4:30 p.m.	SW Higher Education - Abingdon
9/5/07	8:30 a.m. – 4:30 p.m.	Workforce Development Center (TNCC) Hampton
9/18/07	8:30 a.m. – 4:30 p.m.	Cedar Lodge
11/28/07	8:30 a.m. – 4:30 p.m.	Henry County – Martinsville
12/19/07	8:30 a.m. – 4:30 p.m.	Workforce Development Center (TNCC) Hampton

Sergeant/Lieutenant In-Service 2007: Strategic Leadership Workshop–

Guillermo Novo

This class is mandatory for Juvenile Correctional Center Sergeants and Lieutenants and open to all other managers and supervisors on a space available basis.

A comprehensive three-day curriculum designed to provide leaders the experiential learning practice necessary to fully master the appropriate use of four leadership strategies: Relate –

Coach – Delegate – Instruct. Participants will receive a 360 assessment instrument package with instructions for completing and returning before the class.

3/6-8/07	8:00 a.m. – 4:30 p.m.	Barrett
3/20-22/07	8:00 a.m. – 4:30 p.m.	Barrett
4/24-26/07	8:00 a.m. – 4:30 p.m.	Barrett
5/1-3/07	8:00 a.m. – 4:30 p.m.	Barrett
5/15-17/07	8:00 a.m. – 4:30 p.m.	Barrett
6/5-7/07	8:00 a.m. – 4:30 p.m.	Barrett
6/26-28/07	8:00 a.m. – 4:30 p.m.	Barrett
7/10-12/07	8:00 a.m. – 4:30 p.m.	Barrett
8/7-9/07	8:00 a.m. – 4:30 p.m.	Barrett
8/21-23/07	8:00 a.m. – 4:30 p.m.	Barrett
9/4-6/07	8:00 a.m. – 4:30 p.m.	Barrett
9/18-20/07	8:00 a.m. – 4:30 p.m.	Barrett
10/2-4/07	8:00 a.m. – 4:30 p.m.	Barrett
10/16-18/07	8:00 a.m. – 4:30 p.m.	Barrett
11/6-8/07	8:00 a.m. – 4:30 p.m.	Barrett
11/27-29/07	8:00 a.m. – 4:30 p.m.	Barrett

Strategic Leadership Workshop– Guillermo Novo

A comprehensive three-day curriculum designed to provide leaders the experiential learning practice necessary to fully master the appropriate use of four leadership strategies: Relate – Coach – Delegate – Instruct. Participants will receive a 360 assessment instrument package with instructions for completing and returning before the class. This class is mandatory for Juvenile Correctional Center Sergeants and Lieutenants and open to all other managers and supervisors on a space available basis.

3/6-8/07	8:00 a.m. – 4:30 p.m.	Barrett
3/20-22/07	8:00 a.m. – 4:30 p.m.	Barrett
4/24-26/07	8:00 a.m. – 4:30 p.m.	Barrett
5/1-3/07	8:00 a.m. – 4:30 p.m.	Barrett
5/15-17/07	8:00 a.m. – 4:30 p.m.	Barrett
6/5-7/07	8:00 a.m. – 4:30 p.m.	Barrett
6/26-28/07	8:00 a.m. – 4:30 p.m.	Barrett
7/10-12/07	8:00 a.m. – 4:30 p.m.	Barrett
8/7-9/07	8:00 a.m. – 4:30 p.m.	Barrett
8/21-23/07	8:00 a.m. – 4:30 p.m.	Barrett
9/4-6/07	8:00 a.m. – 4:30 p.m.	Barrett
9/18-20/07	8:00 a.m. – 4:30 p.m.	Barrett
10/2-4/07	8:00 a.m. – 4:30 p.m.	Barrett
10/16-18/07	8:00 a.m. – 4:30 p.m.	Barrett
11/6-8/07	8:00 a.m. – 4:30 p.m.	Barrett
11/27-29/07	8:00 a.m. – 4:30 p.m.	Barrett

Standards of Conduct/Grievances for New Supervisors– Robin Barwick

This course contrasts positive and negative workplace performance and behavior(s) and fosters understanding of professional roles and responsibilities of staff within DJJ. Content includes references and procedures for clarifying performance and behavior expectations; employee-supervisor problem-solving techniques with skill demonstrations and situation practices are included.

8/30/07	8:30 a.m. – 4:30 p.m.	Western Regional Office (WRO) Roanoke
9/21/07	8:30 a.m. – 4:30 p.m.	VDOT – Fredericksburg Residency Office
11/19/07	8:30 a.m. – 4:30 p.m.	7 th CSU – Newport News

Timekeeping for New Supervisors - Susan Willis

Course is designed for supervisors/managers new to State government and the Department. The training includes an overview of the State's leave program (including annual, sick, VSDP, administrative, etc.) requirements for reporting and approving such leave requests, the Fair Labor Standards Act (exempt/non-exempt status) and federal and Department timekeeping policies and practices. Hands-on group exercises are used to correlate the principles to practice.

5/3/07	8:30 a.m. – 4:30 p.m.	VDOT – Fredericksburg Residency Office
6/14/07	8:30 a.m. – 4:30 p.m.	Henry County Board Room
		Martinsville
9/7/07	8:30 a.m. – 4:30 p.m.	Dept. of Social Services – VA Beach

Toolkit for Supervisors – Learn Harris and Kenneth Robinson/Staff

This comprehensive **80 hour** training is designed to make relevant information, skills and practice available to the new DJJ supervisors in his/her first 90 days in a supervisory position. A review of DHRM and DJJ policies will be emphasized, as well as the skills needed to effectively administer these policies. Other areas that will be emphasized are Customer Service, Ethics Leadership, MBTI and Civil Liability.

1/29 thru 2/9/07	8:30 a.m. – 5:00 p.m.	Cedar Lodge
4/9 thru 4/20/07	8:30 a.m. – 5:00 p.m.	Cedar Lodge
7/23 thru 8/3/07	8:30 a.m. – 5:00 p.m.	Cedar Lodge
10/22 thru 11/2/07	8:30 a.m. – 5:00 p.m.	Cedar Lodge

Workplace Harassment for New Supervisors – Robin Barwick

This course provides an overview of harassment issues with related updates in law and policy and enlightens participants concerning a wide variety of other harassment and abuse behaviors found in the workplace. The program explains management responsibilities/liabilities and recommends course(s) of action to prevent and/or eliminate violations in this important area of policy/law/supervision.

3/22/07	8:30 a.m. – 4:30 p.m.	Western Regional Office (WRO) Roanoke
6/7/07	8:30 a.m. – 4:30 p.m.	7 th CSU – Newport News
9/20/07	8:30 a.m. – 4:30 p.m.	VDOT – Fredericksburg Residency Office

Workplace Harassment and Standards of Conduct/Grievance

HR Re-fresher for Supervisors - Robin Barwick

Harassment in the Workplace: This course provides a refresher and updates participants on issues involving illegal harassment in the workplace. The program satisfies agency requirements for supervisor re-training.

Standards of Conduct/Grievance Procedure: This course provides a refresher and updates participants on issues involving the administration of the Standards of Conduct and the Employee Grievance Procedure. The program satisfies agency requirements for supervisor re-training.

Prerequisite: Standards of Conduct and Grievance Procedure for Supervisors.

3/21/07	8:30 a.m. – 4:30 p.m.	Western Regional Office (WRO) Roanoke
6/6/07	8:30 a.m. – 4:30 p.m.	Workforce Development Center (TNCC) Hampton
8/29/07	8:30 a.m. – 4:30 p.m.	County Board Room – Martinsville
9/19/07	8:30 a.m. – 4:30 p.m.	VDOT – Fredericksburg Residency Office
11/20/07	8:30 a.m. – 4:30 p.m.	Workforce Development Center (TNCC) Hampton
12/5/07	8:30 a.m. – 4:30 p.m.	Cedar Lodge

3/8/07	8:30 a.m. – 4:30 p.m.	Dept. of Social Services – VA Beach
4/18/07	8:30 a.m. – 4:30 p.m.	VDOT-Residency Office Fredericksburg
5/24/07	8:30 a.m. – 4:30 p.m.	SW Higher Education - Abingdon
9/13/07	8:30 a.m. – 4:30 p.m.	7 th CSU – Newport News
9/14/07	8:30 a.m. – 4:00 p.m.	Dept. of Environmental Quality (DEQ) Roanoke
10/10/07	8:30 a.m. – 4:00 p.m.	Dept. of Environmental Quality (DEQ) Woodbridge

Customer Service Basics and Employee Wellness – Vaughn Taylor

Who are your customers? In the retail and commercial environment most of us understand who the customers are. More importantly, we all know when we have received poor customer service. This session focuses on the skills a professional must use to influence change. Participants will be provided with a quality assurance tool which can be used to audit and evaluate ones individual customer service system. This course is a companion to the DJJ “Toolkit for Supervisors course”

4/13/07	9:00 a.m. – 4:00 p.m.	VDOT – Residency Office Fredericksburg
8/10/07	9:00 a.m. – 4:00 p.m.	Cedar Lodge
9/14/07	9:00 a.m. – 4:00 p.m.	Dept. of Environmental Quality (DEQ) Lynchburg

Defensive Driving – Vaughn Taylor

This National Safety Council Program is designed to provide experienced automobile drivers with accident prevention techniques. During various interactive classroom demonstrations participants will cover a variety of driving situations that emphasize accident prevention

(This program is recommended for individuals who have the responsibility of driving state vehicles.)

3/21/07	1:00 p.m. – 4:00 p.m.	Dept. of Environmental Quality (DEQ) Abingdon
---------	-----------------------	--

Female Gang Members - Benjamin Anthony

The training will look at the role of the female gang members from a historical perspective. The training will look at the number of females that are involved in gangs and the violence that they endure.

6/14/07	9:00 a.m. – 4:30 p.m.	Barrett
---------	-----------------------	---------

First Aid/CPR – Dennis Sullivan

Participants will receive training in First Aid and CPR; demonstrate skills and receive American Red Cross certification upon successful completion of this course. Participants must pay a \$7.00 fee at the time of the class. You may pay by check (made payable to American Red Cross) or cash. Please wear comfortable clothes. This class is restricted to a maximum of 8 participants.

(Due to American Red Cross liability rules, no one will be allowed to enter after the class starts.)

2/13/07	8:00 a.m. – 5:00 p.m.	Cedar Lodge
3/27/07	8:00 a.m. – 5:00 p.m.	Cedar Lodge
6/15/07	8:00 a.m. – 5:00 p.m.	Cedar Lodge
10/12/07	8:00 a.m. – 5:00 p.m.	Cedar Lodge

Gang Awareness 101 - Benjamin Anthony

This basic gang training will answer the who, what, when, where, why and how of gangs. This class will examine gangs from their beginning to the present.

2/15/07 9:00 a.m. – 4:30 p.m. Cedar Lodge

Gangster Rap-What's inside of the Lyrics? – Benjamin Anthony

Why are so many people drawn to this music? What is the message in the music? This class will look at the meaning of the lyrics in rap and gangster rap. We will also look at the gang members that are a part of this billion dollar industry.

4/12/07 9:00 a.m. – 4:30 p.m. Cedar Lodge

Handle With Care Instructor Certification – NEW INSTRUCTORS (24 hours)

This is to obtain initial certification as an instructor in the Department's approved Handle With Care – Behavior Management System. The class is for staff from a state (not privately owned) residential facility (Group Home, Detention Center, Juvenile Correctional Center) who will be delivering classes to certify end users in Handle With Care. Candidates requesting consideration must submit a DJJ Registration Form and be approved by the DJJ Senior Training and Development Coordinator responsible for the instructor certification process, in order to attend. Class size is limited to 24 for all statewide requests and will be approved on an "as needed" basis, based on number of staff and number of instructors per facility.

4/02-4/07 8:00 a.m. - 5:00 p.m. Barrett

Handle With Care Instructor Recertification – EXISTING INSTRUCTORS (16 hours)

This is to obtain recertification as an instructor in the Department's approved Handle With Care – Behavior Management System. The class is for currently certified instructors. Candidates requesting recertification must submit a DJJ Registration Form and be approved by the DJJ Senior Training and Development Coordinator responsible for the instructor certification process, in order to attend. Class size is limited to 24 for all statewide requests and will be approved on an "as needed" basis, based on number of staff and number of instructors per facility.

5/02-3/07	8:00 a.m. - 5:00 p.m.	Barrett
5/07- 8/07	8:00 a.m. - 5:00 p.m.	Barrett
5/10-11/07	8:00 a.m. - 5:00 p.m.	Barrett
5/22-23/07	8:00 a.m. - 5:00 p.m.	Barrett
5/30-31/07	8:00 a.m. - 5:00 p.m.	Barrett

Incarcerated Juvenile Gang Member - Benjamin Anthony

The training will look at five case studies of gang members from five states. The studies will look at the gang member before they were locked up, why they are incarcerated and what happens to them once they are released.

5/10/07 9:00 a.m. – 4:30 p.m. Barrett

Preparing for Promotion – Guillermo Novo

This class will review strategies for preparing both personally and professionally for promotional opportunities as well as the Commonwealth's promotion process. Topics will include: personal and professional development, successful characteristics, the application process, interview strategies, DHRM pay practices, and salary negotiations.

**04/25/07 9:00 a.m. to 4:00 p.m. Workforce Development Center (TNCC)
Hampton**

07/10/07	9:00 a.m. to 4:00 p.m.	Dept. of Environmental Quality (DEQ) Harrisonburg
09/13/07	9:00 a.m. to 4:00 p.m.	Cedar Lodge
11/28/07	9:00 a.m. to 4:00 p.m.	County Board Room - Martinsville

Safe Practices for Drug Screenings for CSU Personnel – Vaughn Taylor

This course will provide the participant with practical and regulatory information on conducting safe urine screenings. This informative session utilizes the OSHA Bloodborne Pathogen and Hazardous Communication Standards as program reference. Best practices for urine sample collection and tactics frequently used by offenders to alter sample results will also be discussed.

3/22/07	9:00 a.m. – 4:00 p.m.	Dept. of Environmental Quality (DEQ) Abingdon
3/30/07	9:00 a.m. – 4:00 p.m.	Cedar Lodge
5/18/07	9:00 a.m. – 4:00 p.m.	1 st CSU - Chesapeake
9/13/07	9:00 a.m. – 4:00 p.m.	Dept. of Environmental Quality (DEQ) Lynchburg

Safety and Security for Court Service Workers - Dennis Sullivan

The first half of this class will focus on de-escalation techniques for crisis intervention situations and give participants basic tactics and techniques for staying safe inside the Court Service building and in the community. The second half of the class will focus on escape techniques that can be used during physical confrontations. Instructor will demonstrate escape techniques to participants and participants will be required to conduct each technique properly.

Pre-requisite for class: Participants must attend the de-escalation techniques prior to attending the Escape Techniques.

Students should wear comfortable clothing. (No tank tops)

2/9/07	8:00 a.m. – 5:00 p.m.	Cedar Lodge
2/23/07	8:00 a.m. – 5:00 p.m.	Cedar Lodge
3/29/07	8:00 a.m. – 5:00 p.m.	Workforce Development Center (TNCC) Hampton
4/6/07	8:00 a.m. – 5:00 p.m.	Workforce Development Center (TNCC) Hampton
5/4/07	8:00 a.m. – 5:00 p.m.	Cedar Lodge
5/25/07	8:00 a.m. – 5:00 p.m.	Dept. of Social Services – VA Beach
6/5/06	8:00 a.m. – 5:00 p.m.	Cedar Lodge
7/6/07	8:00 a.m. – 5:00 p.m.	Western Regional Office (WRO) – Roanoke
8/22/07	8:00 a.m. – 5:00 p.m.	Cedar Lodge
9/6/07	8:00 a.m. – 5:00 p.m.	12 th CSU - Chesterfield
10/26/07	8:00 a.m. – 5:00 p.m.	Cedar Lodge
12/14/07	8:00 a.m. – 5:00 p.m.	Cedar Lodge

Sex Offender Services – Ed Wieckowski

Participants will examine the treatment program for adolescent sex offenders in DJJ self-contained units. Training is provided in the methods and procedures used to achieve the treatment objectives during incarceration and the staff's role in the process.

3/19-21/07	8:30 a.m. – 4:30 p.m.	Barrett
------------	-----------------------	---------

Sexual and Domestic Violence - Dennis Gilbert

This class is to help participants gain a thorough understanding and knowledge of sexual and domestic violence in order to enable them to respond more effectively to the juveniles and families they come in contact with who may be experiencing its impact.

4/26/07	9:00 a.m. – 4:30 p.m.	Workforce Development Center (Thomas Nelson Community College) - Hampton
6/21/07	9:00 a.m. – 4:00 p.m.	Dept. of Environmental Quality (DEQ) Woodbridge
8/16/07	9:00 a.m. – 4:30 p.m.	Western Regional Office (WRO) - Roanoke
10/4/07	9:00 a.m. – 4:30 p.m.	Cedar Lodge

Terrorism and Security Awareness - Vaughn Taylor

This interactive training program addresses five safety and security topics that all state employees should be prepared to respond. These five major topics are: Terrorism Awareness, Explosive Threats, Chemical, Biological and Radiological/Nuclear Threats, Cyber-terrorism, Identity Theft & Social Engineering and Crime Prevention. Completion of this course will provide the participant with awareness level knowledge and information specific to facility emergency reaction policy and procedures review.

3/21/07	8:00 a.m. – 12:00 noon	Dept. of Environmental Quality (DEQ) Abingdon
4/20/07	9:00 a.m. – 1:00 p.m.	Cedar Lodge
4/27/07	9:00 a.m. – 1:00 p.m.	Workforce Development Center (TNCC) Hampton

The Basics of Street Drugs – Dennis Sullivan

This course will focus on four main categories of drugs (Narcotics, Stimulants, Hallucinogens and Depressants). Participants will receive information on the different types of illegal drugs that adolescents and adults are using in today's society. This class will also discuss the effects of several common street drugs and how they can be administered to the body. Participants will see video clips on inhalants, dangerous drugs and interviews of several youth previously incarcerated with the Virginia Department of Juvenile Justice.

2/1/07	9:00 a.m.-4:30 p.m.	Cedar Lodge
4/20/07	9:00 a.m.-4:30 p.m.	Workforce Development Center (TNCC) Hampton
6/7/07	9:00 a.m.-4:30 p.m.	Dept. of Social Services – VA Beach
8/21/07	9:00 a.m.-4:30 p.m.	Cedar Lodge
11/2/07	9:00 a.m.-4:30 p.m.	Cedar Lodge

25 Most Asked Questions About Gangs – Benjamin Anthony

This training will look at the top 25 questions about gangs that have been asked in training classes since 2004. This training identifies the questions and provides realist, straight forward answers to some of the most vital questions of gang activity and it causes.

3/29/07	9:00 a.m.-4:30 p.m.	Workforce Development Center (TNCC) Hampton
----------------	----------------------------	--

Working with Generations in the Workplace – Debbie Jackson

Boomers, Xers and Millennials....oh my! The workplace now includes employees that fit into at least four distinctive generations. Studies show that each of the generations have unique characteristics and driving values. This half-day workshop will introduce employees to the generations, help them to identify key characteristics of each and give them an opportunity to

discuss each generation's beliefs and driving values. Objectives of the workshop include improving work relationships and building more cohesive, productive teams.

6/21/07	9:00 a.m. – noon	Cedar Lodge
8/14/07	9:00 a.m. – noon	VDOT – Fredericksburg Residency Office
10/9/07	9:00 a.m. – noon	Western Regional Office (WRO) - Roanoke
11/15/07	9:00 a.m. – noon	Workforce Development Center (TNCC) Hampton

Available by special request for groups of (20) or more:

- **Defensive Driving** for personnel responsible for driving state vehicles
- **Terrorism and Security Awareness**
- **Employee Wellness** – A presentation of learning sessions offered by the popular *CommonHealth* program. This 4 or 8 hour module will discuss practical ways to manage stress, recognize potential health issues and nutritional recommendations are some of the topics that will be presented.
- **Workplace Ergonomics and Office Safety** - This program will discuss and evaluate the leading causes of musculoskeletal discomfort and injury to administrative professionals. Participants will be introduced to the health related warning signs of musculoskeletal disorders and related occupational risk factors. This course will provide participants with low cost or free methods that can be used to prevent ergonomic injuries. This session is recommended for employees that perform tasks requiring significant use computerized workstations or other clerical duties.
- **Safety & Security for CSU personnel** - Conducting field or home visits can be a dangerous occurrence. Are you mentally preparing yourself before each field or home visit? With mandatory deadlines, court appearances and other administrative concerns we often times forget to practice basic personal safety techniques. This course will provide the CSU employee with practical methods to enhance personal safety in the field and office. This course features information offered during the Basic Skills for Probation Officers program and has been updated to include a module on “Workplace Violence” a National Institutes of Health initiative. This course is recommended annually for all CSU employees.
- **Customer Service Basics and Employee Wellness**

Contact Vaughn Taylor (804) 323-2208 or e-mail request to:
Vaughn.Taylor@djj.virginia.gov

Available by special request for any DJJ work team:

- **MBTI (Myers Briggs Type Indicator)** Knowing your preferences and understanding others' preferences may help you to communicate effectively. This can be especially critical if you are a manager or supervisor. This workshop will address communication style based on an individual's type, as identified by the MBTI. Participants will have an opportunity to learn who their individual preferences may affect, leadership styles, time management and dealing with conflicts.

- **Manage Workplace Conflict** This course is designed for participants to learn more about managing conflict. We will define conflict and explore how we respond to it using the “**Thomas-Kilman Conflict Mode Instrument**”. Through individual and group exercises, participants will learn how to manage conflict in the workplace.
- **Working with Generations in the Workplace**

Contact Debbie P. Jackson (804) 323-2362 or e-mail request to Debbie.jackson@djj.virginia.gov

DEPARTMENT OF JUVENILE JUSTICE

HEALTH SERVICES DIVISION



**TRAINING SCHEDULE
JANUARY – JUNE 2007**

January – June 2007

February 6-9

Title	Medication Aide Training
Description	This 32 hour training is required for all non-medical employees in group home, detention and correctional setting who administer medications to juveniles.
Place	Tidewater
Time	8:30 a.m. – 5 p.m.
Target Audience	Non-medical staff who administer medications
Instructor	Doris Hedrick, R.N.; Elizebeth Morse, RN, CPNP

February 14

Title	Asthma Update
Description	Asthma and increasing medical problem. This course will review triaging and physical assessment of asthmatics, nursing care plans and documentation.
Place	Barrett Training Center
Time	8:30 a.m. – 12:30 p.m.
Target Audience	Health Staff
Instructor	Elizebeth Morse, RN, CPNP

February 14

Title	New Guidelines for Tb Skin Testing
Description	The CDC has released new guidance for TBA in correctional settings. This course will review the new guidelines and implementation. Also covered is information on giving and reading PPDs.
Place	Barrett Training Center
Time	1:30 a.m. to 5:00 p.m.
Target Audience	Physicians, Nurses, Health Care Staff
Instructor	Marie Tiedemann, MD

February 26-28

Title	Basic Skills for Health Employees - Update
Description	This 24 hour course provides an update on the provision of health services in DJJ correctional centers. Topics to be included include: standards of care, nursing duties and responsibilities, medication delivery, treatment, phlebotomy, PPDs and immunizations.
Place	Barrett Training Center
Time	8:30 a.m. – 5 p.m.

Target Audience	Health Staff
Instructor	Marie Tiedemann, M.D.; Joseph Riddick, CCHP; Elizebeth Morse, RN, CPNP; Other Instructors, TBA

March 7

Title	Health Certification Standards
Description	This one day course reviews all of the health standards that are required for certification. Best practice models are reviewed as well as health policies, procedures and forms.
Place	Barrett Training Center
Time	9 a.m. – 5 p.m.
Target Audience	Nurses, Mental Health Staff, Administrators
Instructor	Joseph Riddick, CCHP

March 27-30

Title	Medication Aide Training
Description	This 32 hour training is required for all non-medical employees in group home, detention and correctional setting who administer medications to juveniles.
Place	Barrett Training Center
Time	8:30 a.m. – 5 p.m.
Target Audience	Non-medical staff who administer medications
Instructor	Elizebeth Morse, R.N., N.P.; Doris Hedrick, R.N.

April 2-6

Title	Basic Skills for Health Employees
Description	This 40 hour course is required for all new health employees who work in a secure correctional setting. Topics include orientation, regulations, standards, policies, medical practices, interface with security, medication delivery, treatment, infectious diseases, phlebotomy, PPDs and immunizations.
Place	Barrett Training Center
Time	8:30 a.m. – 5 p.m.
Target Audience	Health Staff
Instructor	Marie Tiedemann, M.D.; Joseph Riddick, CCHP; Other Instructors, TBA

April 11

Title	Nursing Physical Assessment
Description	This course provides some basic physical assessment skills, how to run the nurse run clinic (sick call), when to refer to the physician, nurse practitioner, and dentist and what is an emergency.

Place	Barrett Training Center
Time	8:30 a.m. – 5:00 p.m.
Target Audience	Health Staff
Instructor	Elizebeth Morse, N.P.

May 18

Title	Orthopedic Assessment
Description	This course reviews the physical assessment of orthopedic injuries, when to x-ray, when to refer and what constitutes an emergency.
Place	Barrett Training Center
Time	8:00 a.m. – 11:45 p.m.
Target Audience	Health Staff
Instructor	Kathleen Tauer, N.P.

May 18

Title	Defensive Documentation
Description	This course provides a review of the nursing documentation essential to the professional nurse. Standards of nursing practice as it relates to the DJJ system will also be reviewed.
Place	Barrett Training Center
Time	1:00 – 5:00 p.m.
Target Audience	Health Staff
Instructor	Elizebeth Morse, N.P.

June 11-13

Title	Basic Skills for Health Employees - Update
Description	This 24 hour course provides an update on the provision of health services in DJJ correctional centers. Topics to be included include: standards of care, nursing duties and responsibilities, medication delivery, treatment, phlebotomy, PPDs and immunizations.
Place	Barrett Training Center
Time	8:30 a.m. – 5 p.m.
Target Audience	Health Staff
Instructor	Marie Tiedemann, M.D.; Joseph Riddick, CCHP; Other Instructors, TBA